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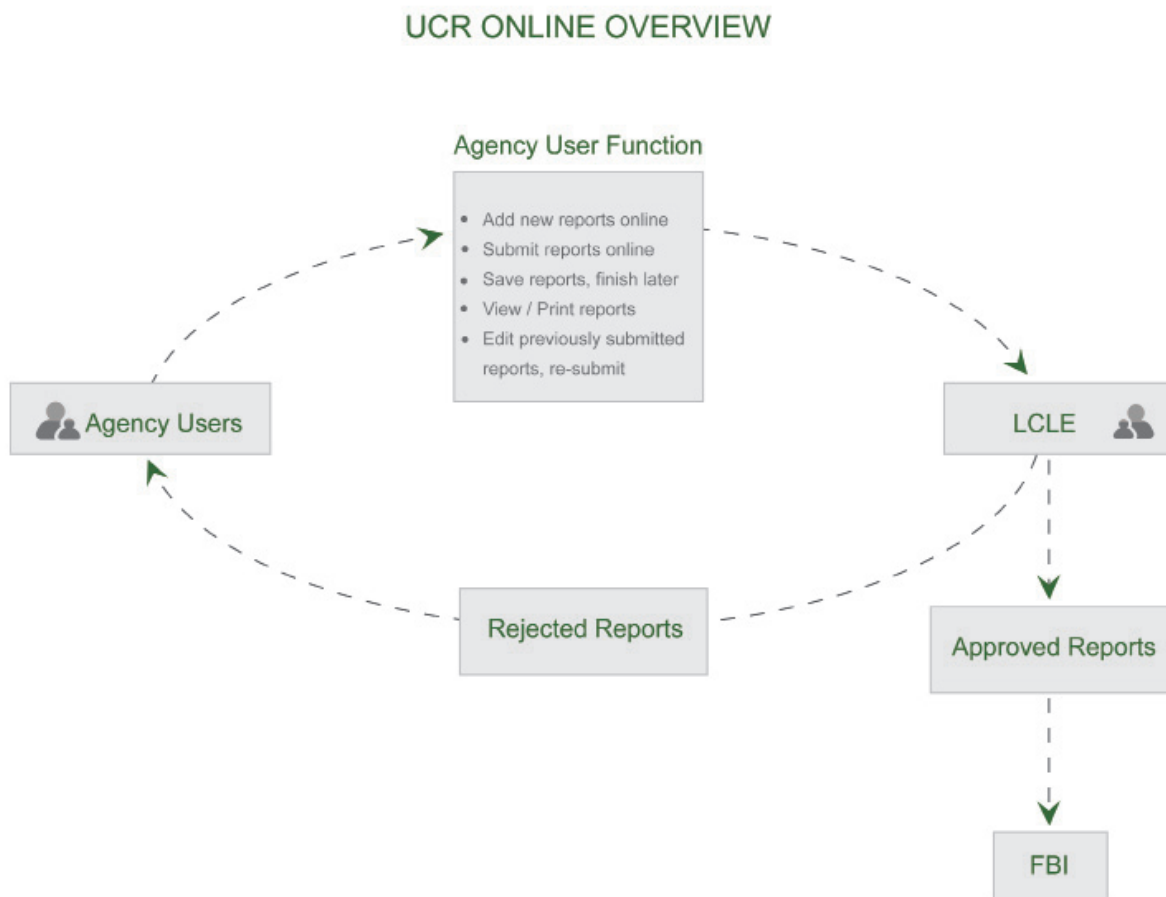
Technology Engineers®

Technology Engineers
Baton Rouge, Louisiana
October 2008

WHAT IS UCR ONLINE?

UCR Online is a web-based system that was built to securely and accurately manage Louisiana's crime statistics. The system collects all UCR report information from every agency across the state and compiles it into one secure database. The program can be accessed from any computer with internet access and is compatible with Internet Explorer and Mozilla Firefox.

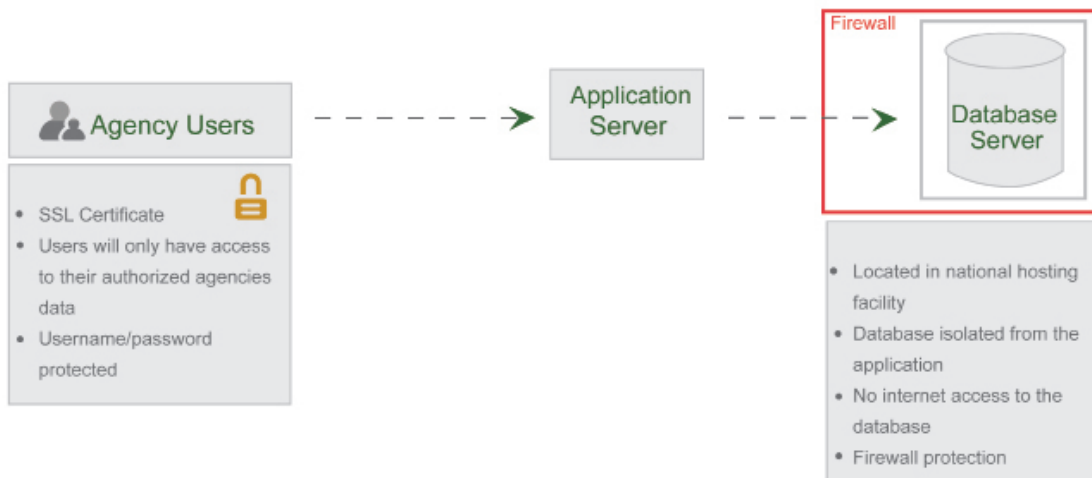
UCR ONLINE OVERVIEW



The flowchart above gives a brief overview of the UCR system. The flow of the system begins with the agency users. Agency users can add and submit new reports online, save a report-in-progress to complete later, view the status of a submitted report, and edit previously submitted reports and re-submit them to LCLE. After LCLE receives the submitted UCR report, they have the ability to approve the report and forward the information to the FBI, or reject the report. If a report is rejected, it is reverted back to the agency user to review, edit, and re-submit.

SECURITY FEATURES

UCR ONLINE SECURITY



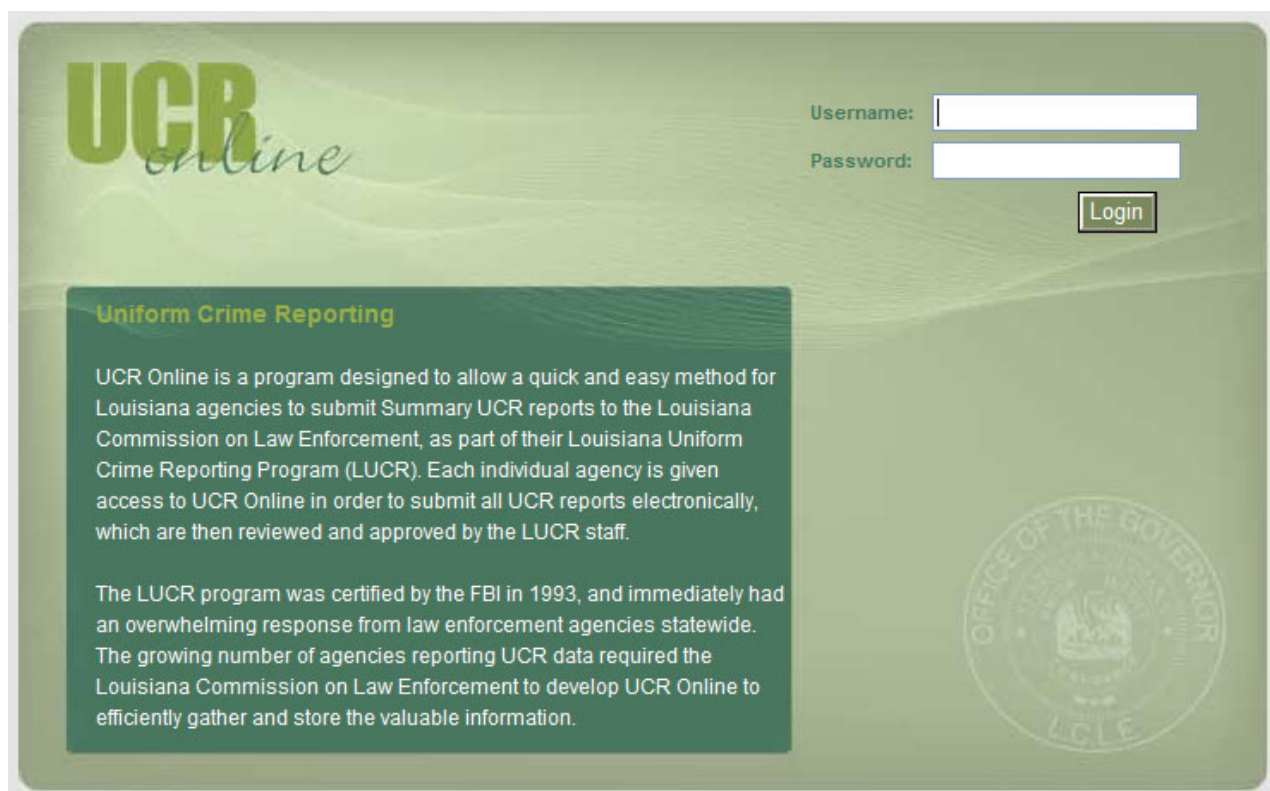
The flowchart above gives an explanation of the security measures that were built into the UCR Online system. Each user will be given a user name and an encrypted password in order to access their account and will only see data from their authorized agencies. The web site has a SSL certificate giving the user a secure session. This ensures that data leaving one machine is encrypted until it reaches the server. Furthermore, the database server is isolated from the application server and is protected with a fire wall. This means that there is no internet access to the database server where all crime data is stored. The database server is located in a national hosting site where the physical environment is closely monitored to ensure the protection of the server and all of its information.

TYPES OF USER ACCESS

UCR Online has four different types of user access: LCLE administrative access, LCLE management access, LCLE user access, and agency user access. Administrative access is strictly for managing user accounts and agency profiles. Management access is a read-only type access allowing users to review all submitted reports. LCLE user access is the user type that is allowed to accept or reject reports and submit them to the FBI when necessary. They are also allowed to switch to an agency user mode to input data if smaller agencies are not yet using the online system. Agency users are the external users that enter and submit UCR reports to LCLE for approval.

HOW TO LOGIN

To access the UCR Online system, type `ucronline.lcle.la.gov` into a web browser. This will bring you to the site's login page. Type your user name and password into the appropriate text boxes and click 'Login.' See a LCLE administrator if you have not been assigned a user name and password to enter the system.



UCR
online

Username:

Password:

Login

Uniform Crime Reporting

UCR Online is a program designed to allow a quick and easy method for Louisiana agencies to submit Summary UCR reports to the Louisiana Commission on Law Enforcement, as part of their Louisiana Uniform Crime Reporting Program (LUCR). Each individual agency is given access to UCR Online in order to submit all UCR reports electronically, which are then reviewed and approved by the LUCR staff.

The LUCR program was certified by the FBI in 1993, and immediately had an overwhelming response from law enforcement agencies statewide. The growing number of agencies reporting UCR data required the Louisiana Commission on Law Enforcement to develop UCR Online to efficiently gather and store the valuable information.

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LOUISIANA
LCLE

EXPLANATION OF STATUSES

There are five different statuses in the UCR Online program: Agency Working, Submitted to LCLE, LCLE Approved, Rejected by LCLE, and Submitted to FBI.

A report will be in the Agency Working status when an agency user begins working on a report, saves the report, but does not submit the report to LCLE. If an agency submits a report to LCLE, but they go back into the report, edit it, save it, but do not re-submit it to LCLE, it will return to the Agency Working status. It will stay in this status until the report is submitted to LCLE by the agency user.

A report will be in the Submitted to LCLE status when an agency user submits a report to LCLE, when an agency user re-submits a report to LCLE (no matter what status it was previously in), or when an LCLE user edits a report but does not approve or reject the report. It will stay in this status until LCLE approves or rejects the report.

A report will be in the LCLE Approved status when an LCLE user approves a report.

It will stay in this status until an LCLE user submits the information to the FBI. If any user edits the report and re-submits the information, it will revert to the Submitted to LCLE status.

A report will be in the Rejected by LCLE status when an LCLE user rejects a report. It will stay in this status until the agency user reviews and edits the report and re-submits it, which will revert it to the Submitted to LCLE status.

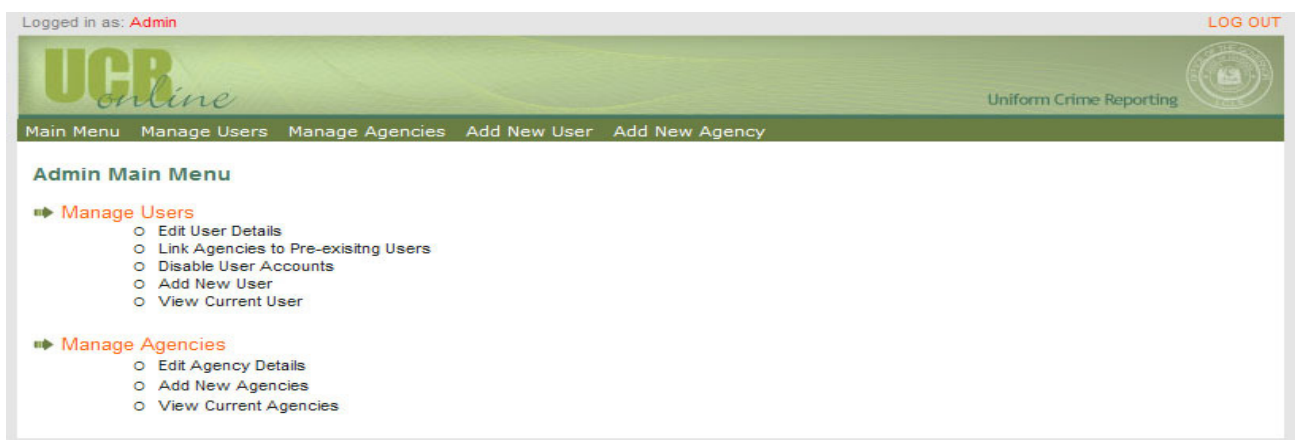
A report will be in the Submitted to FBI status when an LCLE user submits the report to the FBI. It will stay in this status unless a user edits the report and re-submits it, which will revert it to the Submitted to LCLE status.

BASIC REPORT INFORMATION

Each report is set-up similar to the FBI paper forms. Instructions to complete each report are available by clicking the 'View Instructions for this Form' link at the top of each report. Each report also has a history log which can be seen by clicking the 'History' button at the top of the page. The log records status changes in the report, who changed the status, and the date the status was changed. A notes field is also available by clicking the 'Notes' button at the top of the page. All reports calculate totals for the user in the dark gray rows and columns. Some reports include validation to check totals and will tell the user if the numbers do not match correctly. The program fills in the agency identifying information for the user on each report.

ADMINISTRATIVE FUNCTIONS

The main function of the administrators is to manage users and manage agencies. Upon logging in, the user will be directed to the main menu.



Manage Users

From the main menu, the user can access the Manage Users page by clicking on the link located on the navigation menu at the top of the page or the orange link in the center of the page. Once on the Manage Users page, the administrators has the ability to add a new user, search existing users, or access an existing user's profile.

Logged in as: Admin LOG OUT

Uniform Crime Reporting

[Main Menu](#) [Manage Users](#) [Manage Agencies](#) [Add New User](#) [Add New Agency](#)

Manage Users

[Add New User](#)

Filter types of users Search All ▼

Existing Users List

Click on each user to view the user details

		First Name	Last Name	Username	Email	User Type
User Info	User Agency	Thomas	Parent	ThomasP	tparent@technologyengineers.com	Agency User
User Info	User Agency	Kate	Tomeny	testso	ktomeny@technologyengineers.com	LCLE User
User Info		Chinh	Phan	cphan	cphan@technologyengineers.com	LCLE Manager
User Info		r	Moore	rmoor13	rmoore@technologyengineers.com	LCLE Admin
User Info		kate	tomeny	kate	ktomeny@technologyengineers.com	LCLE Manager
User Info	User Agency	Agency	User	agency	rmoor13@gmail.com	Agency User
User Info		Admin	User	Admin	rmoor13@gmail.com	LCLE Admin
User Info	User Agency	LCLE	User	LCLE User	rmoor13@gmail.com	LCLE User
User Info		asd	af	a	aad@ldk.com	LCLE Manager
User Info	User Agency	asdf	asdf	alslk	asdf@ajksdh.com	Agency User
User Info	User Agency	Fredia	Dunn	fdunn	frediad@lcle.la.gov	LCLE User
User Info		asdf	asdf	management	rmoore@technologyengineers.com	LCLE Manager
User Info		Management	sadfa	management	rmoore@technologyengineers.com	LCLE Manager
User Info	User Agency	Kate2	Tomeny	test	ktomeny@teceng.com	LCLE User
User Info		a	a	a	rmoor@lskajf.com	LCLE Admin

To add a new user, click the green 'Add New User' button (this feature can also be accessed through the navigation menu). Fill in the necessary information and click 'Create User.'

To search for a specific user type in the existing user list, use the drop down menu located at the top of the page. Once a user type is selected, the page will automatically filter the list. The default setting on the filter is to show all user types.

Administrators can view or edit each individual's account by clicking on the 'User Info' link on the left side of the row. After the necessary information is changed, click 'Update User.'

To assign a user their authorized agencies, click the 'User Agency' link on the row containing the appropriate user's information. **NOTE:** This link will only show up for two of the four user types: LCLE User and Agency User. Select the appropriate agency from the drop down menu and click 'Add.' If the agency was successfully added, a row will appear with the agency's name below the drop down menu. To delete an agency, click the orange delete link on the correct row. Click 'Done.'

Manage Agencies

From the main menu, the user can access the Manage Agencies page by clicking on the link located on the navigation menu at the top of the page or the orange link on the main page. In the Manage Agencies page, the admin has the ability to add a new agency, search by existing agencies, or access an existing agency's profile.

Logged in as: **Admin** LOG OUT

UCR
online
Uniform Crime Reporting

[Main Menu](#) [Manage Users](#) [Manage Agencies](#) [Add New User](#) [Add New Agency](#)

Manage Agencies

Add New

Filter by:

Agency Name:

ORI #:

Parish:

Filter

Existing Agencies List
Click on each agency to view agency details

	Agency	ORI #	First Name	Last Name	Phone Number	Parish
Select	ThomasPD	070000001	Thomas	Parent	(225) 752-8200	Cameron
Select	Test SO	070000002	Thomas	Parent	(225) 752-8200	Cameron
Select	Motorola	LA359294	Chinh	Phan	2254483453	Beauregard
Select	My Agency2	58397	Cindy	Crawford	(234) 352-4349	East Baton Rouge
Select	East Baton Rouge PD	LA00330000	Renee	Moore	(343) 434-3444	East Baton Rouge
Select	Mandeville PD	LA0030000	Renee	Moore	(788) 888-8888	St Tammany

To add a new agency, click the 'Add New' button (this feature can also be accessed through the navigation menu). Fill in the necessary information and click 'Create Agency.'

To search for a specific agency in the existing agencies list, use the drop down menus located at the top of the page. The user can filter by agency name, ORI#, or parish. Click 'Filter' to sort the list. The default setting on the filter is to show all agencies.

To view or edit an agency profile, click 'Select' on the corresponding row. Change the necessary information and click 'Update Agency.'

LCLE MANAGEMENT FUNCTION

LCLE Management access is a read-only account. After logging in, the user will be taken directly to the View Reports page.

Logged in as: **management** LOG OUT

Uniform Crime Reporting

View Reports

Filter by:

Agency Name:

ORI #:

Parish:

Report Type:

Report Period: to

Status:

[Filter](#)

	Report	Month / Year	Status	Date/Time	Agency	ORI #	Parish
Select	ASRJ	Aug 2008	Submitted to LCLE	10/8/2008 4:50:49 PM	Motorola	LA359294	Beauregard
Select	ASRJ	Aug 2008	Submitted to LCLE	10/8/2008 9:46:51 AM	Motorola	LA359294	Beauregard
Select	Return A	Aug 2008	Submitted to LCLE	10/9/2008 10:39:42 AM	Motorola	LA359294	Beauregard
Select	LEOKA	Aug 2008	Submitted to LCLE	10/10/2008 5:27:54 PM	Motorola	LA359294	Beauregard
Select	ASRA	Feb 2009	Submitted to LCLE	10/8/2008 4:37:48 PM	Motorola	LA359294	Beauregard
Select	ASRA	Nov 2009	Submitted to LCLE	10/8/2008 1:24:12 PM	Motorola	LA359294	Beauregard
Select	ASRJ	Dec 2009	Submitted to LCLE	10/8/2008 4:49:55 PM	Motorola	LA359294	Beauregard
Select	Gaming Arrest	Aug 2009	Submitted to LCLE	10/7/2008 3:49:38 PM	Motorola	LA359294	Beauregard
Select	Gaming Arrest	Sep 2008	Submitted to LCLE	10/9/2008 5:31:13 PM	Motorola	LA359294	Beauregard
Select	LEOKA	Sep 2008	Submitted to LCLE	10/8/2008 4:55:46 PM	My Agency2	58397	East Baton Rouge

The user is allowed to filter the list of reports by agency name, ORI #, parish, report type, report period and status. Click 'Filter' to sort the list. The default of the filter is to show reports that are in the 'Submitted to LCLE' status.

To review a report, click on the 'Select' link on the corresponding row. This will open a PDF output of the report.

LCLE USER FUNCTION

LCLE users are the managers of the UCR reports. Their main functions are to view reports and submit data to the FBI. LCLE users can also function as an agency user by switching into 'data entry mode.'

Logged in as: **LCLE User** LOG OUT

Uniform Crime Reporting

[Main Menu](#)
[View Reports](#)
[Submit Data to FBI](#)

[Switch to Data Entry Mode](#)

LCLE User Main Menu

- ▶ **View Reports**
 - View Agency Report Status
 - Print Reports
 - View Report Details
 - Approve or Reject Reports
 - Edit Reports
- ▶ **Submit Data to FBI**
 - Print All Reports for FBI Submission

View Reports

An LCLE user can view all reports in the system by clicking on the 'View Reports' link on the navigation menu or the orange link on the main page.

Logged in as: **LCLE User** LOG OUT

UCR online Uniform Crime Reporting

Main Menu View Reports Submit Data to FBI

View Reports

Filter by:

Agency Name: ORI #: Parish:

Report Type: Report Period: to Status:

	Report	Month / Year	Status	Date/Time	Agency	ORI #	Parish
Select	ASRJ	Aug 2008	Submitted to LCLE	10/16/2008 2:47:54 PM	Motorola	LA359294	Beauregard
Select	ASRJ	Aug 2008	Submitted to LCLE	10/8/2008 9:46:51 AM	Motorola	LA359294	Beauregard
Select	Gaming Offense	Aug 2008	Submitted to LCLE	10/24/2008 9:29:58 AM	Motorola	LA359294	Beauregard
Select	LEOKA	Aug 2008	Submitted to LCLE	10/10/2008 5:27:54 PM	Motorola	LA359294	Beauregard
Select	Gaming Offense	Oct 2008	Submitted to LCLE	10/16/2008 3:07:19 PM	Motorola	LA359294	Beauregard
Select	Monthly Arson Offense Report	Oct 2008	Submitted to LCLE	10/16/2008 3:03:37 PM	Motorola	LA359294	Beauregard
Select	ASRA	Feb 2009	Submitted to LCLE	10/16/2008 2:49:30 PM	Motorola	LA359294	Beauregard
Select	ASRA	Nov 2009	Submitted to LCLE	10/8/2008 1:24:12 PM	Motorola	LA359294	Beauregard
Select	ASRJ	Dec 2009	Submitted to LCLE	10/16/2008 2:49:54 PM	Motorola	LA359294	Beauregard
Select	Gaming Arrest	Aug 2009	Submitted to LCLE	10/16/2008 2:36:32 PM	Motorola	LA359294	Beauregard
Select	Gaming Arrest	Sep 2008	Submitted to LCLE	10/16/2008 2:16:04 PM	Motorola	LA359294	Beauregard
Select	Supplementary Homicide	Aug 2008	Submitted to LCLE	10/16/2008 3:07:34 PM	Motorola	LA359294	Beauregard
Select	Quarterly Hate Crime	Jul - Sep 2008	Submitted to LCLE	10/16/2008 3:07:04 PM	Motorola	LA359294	Beauregard
Select	ASRJ	Sep 2008	Submitted to LCLE	10/22/2008 4:13:56 PM	My Agency2	58397	East Baton Rouge
Select	LEOKA	Sep 2008	Submitted to LCLE	10/22/2008 4:18:24 PM	My Agency2	58397	East Baton Rouge
Select	LEOKA	Apr 2009	Submitted to LCLE	10/22/2008 4:17:52 PM	My Agency2	58397	East Baton Rouge
Select	LEOKA	Apr 2009	Submitted to LCLE	10/22/2008 4:08:58 PM	My Agency2	58397	East Baton Rouge
Select	ASRA	Mar 2009	Submitted to LCLE	10/21/2008 2:15:26 PM	My Agency2	58397	East Baton Rouge

The user is allowed to filter the list of reports by agency name, ORI #, parish, report type, report period and status. Click 'Filter' to sort the list. The default of the filter is to show reports that are in the 'Submitted to LCLE' status.

To review a report, click on the 'Select' link on the corresponding row. The report will open in an editable form. **NOTE:** If the report is in 'Agency Working' status, it will open into a PDF form since it has not officially been submitted to LCLE yet and should not be approved or rejected at this time. The LCLE user has the capability to edit and save the report, print the report, approve the report, or reject the report. If the report is rejected, a box will pop-up titled 'Reason for Rejection.' Type the reason this report is being rejected and the message will be delivered to the agency user so they can make the appropriate changes. The user can review the history log for each report.

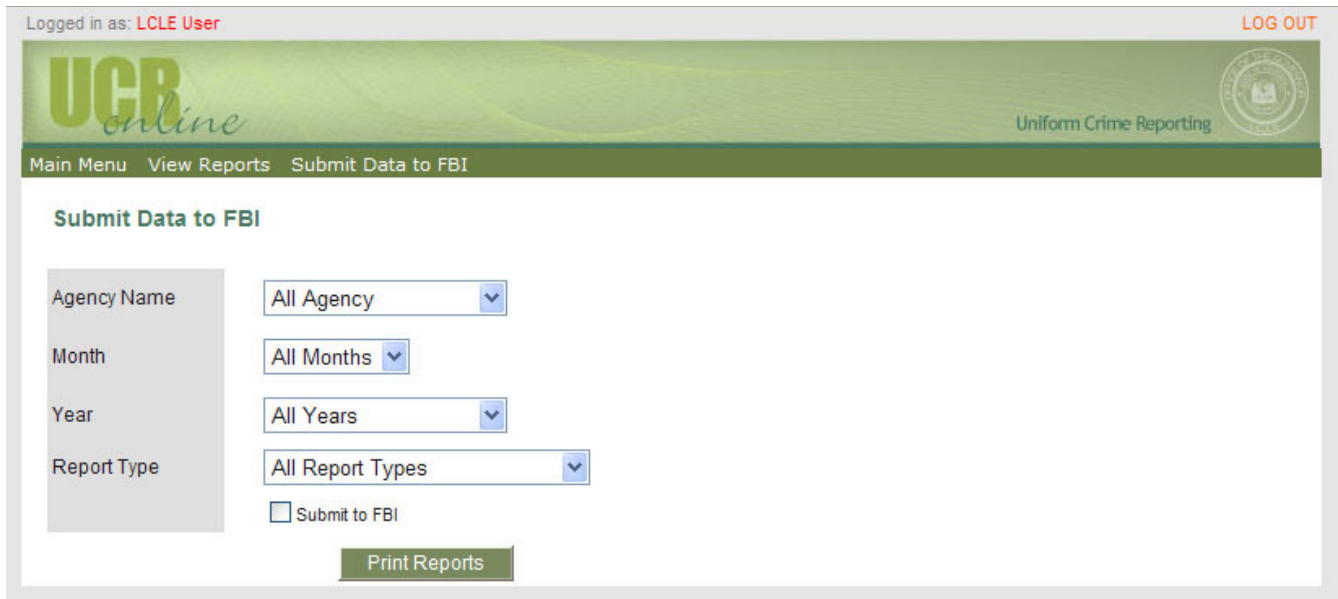
Enter Data

View instructions for this form.

Reason for Rejection

Submit Data to FBI

An LCLE user can access the Submit Data to FBI page by clicking the 'Submit Data to FBI' link on the navigation menu or the orange link on the main page.



Logged in as: LCLE User LOG OUT

UCR online Uniform Crime Reporting

Main Menu View Reports Submit Data to FBI

Submit Data to FBI

Agency Name: All Agency

Month: All Months

Year: All Years

Report Type: All Report Types

☐ Submit to FBI

[Print Reports](#)

From this page, the user can filter reports by agency, month, year, or report type. To print all reports in 'LCLE Approved' status, leave the filters on the default setting. If the user does not click the check box next to 'Submit to FBI' the reports will not be changed to the 'Submitted to FBI' status. When clicking 'Print Reports,' the reports will be generated in PDF format.

Switch to Data Entry Mode

The 'Switch to Data Entry Mode' link is only available from the LCLE user main menu. This is where a LCLE user can switch to Agency user access if they need to enter reports for agencies they manage. See the 'Agency User Function' section below for instructions on how to navigate these screens. The function to switch back to management mode is located on the main menu of 'data entry mode.'

[Switch to Data Entry Mode](#)


[Switch to Management Mode](#)


AGENCY USER FUNCTION

Agency users are the external users in the UCR Online system. They add and submit new reports to LCLE through the web-based program.

NOTE: If the agency user has more than one authorized agency, the initial screen the user will see will prompt them to pick the agency they want to work with. An agency can only access one agency's reports at a time. Click the select link next to the appropriate agency.

Logged in as: **agency** LOG OUT





Uniform Crime Reporting


Select Agency


Authorized Agency List
Select an agency from the list below

	Agency Name	ORI #
Select	Motorola	LA359294
Select	My Agency2	58397

From the main menu, the agency user can add a new report, view existing reports, switch to a different agency (only if they have multiple agencies under the account), and review reasons for rejected reports.

Logged in as: **agency** LOG OUT





Uniform Crime Reporting

[Main Menu](#)
[Add New Report](#)
[View Reports](#)
[Switch Agency](#)

Main Menu

Current Agency: Motorola

Add New Report

- ☐ Create New Report to Submit to LCLE

View Reports

- ☐ View Report Status
- ☐ Edit Reports
- ☐ Print Reports
- ☐ Continue Working on Saved Reports

Switch Agency

- ☐ Switch to Another Agency to Work on.

Rejected Reports

Report	Month/Year	Corrections Needed
ASRA	Feb 2008	This report is rejected because it was poorly done needs to be corrected as soon as possible...
Gaming Offense	Aug 2008	

Add New Report

The user can add a new UCR report by clicking on the 'Add New Report' link on the navigation menu or the orange link on the main page. The user will be prompted to select the type of report they wish to file. Once selected, the row will turn orange. Next, select the appropriate month and year and click 'Next.' **NOTE:** If the user attempts to add a report that has already been started, the system will automatically open the started report. The system will not allow two identical reports for the same month/year to be filed.

Logged in as: **agency** LOG OUT

Uniform Crime Reporting

[Main Menu](#) [Add New Report](#) [View Reports](#) [Switch Agency](#)

Add New Report

Select the report type from below by clicking the "select" button:

	Report Type
Select	ASRA
Select	ASRJ
Select	Return A
Select	Monthly Arson Offense Report
Select	Quarterly Hate Crime
Select	LEOKA
Select	Gaming Arrest
Select	Gaming Offense
Select	Supplementary Homicide

Select month and year below, then click next to start report:

Month:

September ▼

Year:

2008 ▼

Next



When the report form opens, the user will fill in the appropriate information and either save the report or submit it to LCLE. An LCLE user cannot access and approve or reject a UCR report until the agency user has submitted the report to LCLE. The user can add notes to the report, if necessary, by clicking the 'Notes' button at the top of the screen. The user also has access to instructions for each report by clicking the 'View Instructions for this Form' link. All agency identifier information, except for the Chief, Commissioner, Sheriff, or Superintendent data element, will be filled in for the user by the system. Each report will be discussed in detail later in the manual.

View Existing Reports

The user can view all of their agency's existing UCR reports by clicking on the 'View Reports' link on the navigation menu or the orange link on the main page. The user can filter their agency's reports by report type, report period and status. Once all the parameters have been set, click 'Filter.' The default sort will return all reports in 'Agency Working' status.

Click the 'Select' link on the appropriate row to open and review a report. This function is for the agency user to review a report, print a report, continue working on a saved report or edit a report that has already been submitted.

Logged in as: **agency** LOG OUT

Uniform Crime Reporting

Main Menu **Add New Report** **View Reports** **Switch Agency**

View Reports

Filter by:

Report Type: Search All Report Period: to Status: Agency Working Filter

	Report	Month / Year	Status	Date/Time
Select	Return A Supplement	Oct 2008	Agency Working	10/14/2008 2:08:19 PM
Select	Supplementary Homicide	Sep 2008	Agency Working	10/7/2008 11:19:40 AM
Select	Monthly Arson Offense Report	Jan 2009	Agency Working	10/14/2008 2:29:42 PM
Select	Return A Supplement	Mar 2009	Agency Working	10/13/2008 12:59:04 PM
Select	LEOKA	Sep 2008	Agency Working	9/29/2008 5:38:38 PM
Select	Monthly Arson Offense Report	Sep 2008	Agency Working	10/14/2008 4:27:19 PM
Select	Gaming Arrest	Oct 2008	Agency Working	9/30/2008 1:20:41 PM
Select	Gaming Offense	Oct 2008	Agency Working	9/29/2008 4:46:05 PM
Select	Gaming Offense	Sep 2008	Agency Working	9/30/2008 10:48:40 AM
Select	Monthly Arson Offense Report	Aug 2008	Agency Working	10/14/2008 5:13:21 PM
Select	Gaming Offense	Aug 2008	Agency Working	9/29/2008 4:43:24 PM
Select	Gaming Offense	Aug 2008	Agency Working	9/30/2008 10:47:45 AM
Select	Return A	Sep 2008	Agency Working	10/14/2008 2:02:47 PM
Select	Gaming Arrest	Aug 2008	Agency Working	9/30/2008 3:47:24 PM
Select	ASRA	Aug 2008	Agency Working	10/15/2008 2:24:57 PM
Select	ASRJ	Sep 2008	Agency Working	10/15/2008 2:37:08 PM
Select	Return A Supplement	Jul 2008	Agency Working	10/9/2008 10:50:01 AM
Select	Return A	Jul 2008	Agency Working	10/9/2008 10:48:43 AM
Select	Return A Supplement	Jul 2008	Agency Working	10/9/2008 2:13:16 PM
Select	Return A	Jul 2008	Agency Working	10/9/2008 10:48:53 AM
Select	ASRA	Jul 2008	Agency Working	8/21/2008 10:48:06 AM
Select	ASRA	Sep 2008	Agency Working	10/16/2008 5:34:26 PM

Switch Agency

If the agency user has more than one authorized agency under their user name, a link will appear on the main menu and the navigation menu to allow the user to easily switch between different agencies without having to log out of the system.

Rejected Reports

When a report is rejected by an LCLE user, a box will pop-up titled 'Reason for Rejection.' The LCLE user will type a reason the report is being rejected and the message will appear on the agency user's main menu. The user can click on the orange report link to be brought directly to the rejected report. After the agency user has addressed the problem, the notice will disappear.

REPORTS

The following is a description of all the reports collected by the UCR Online system.

Age, Sex, and Race of Persons Arrested, 18 Years of Age or Over

The ASRA is a report that collects information on arrested individuals 18 years of age or over. The report calculates all sub-total and totals automatically. The report also automatically checks that for each offense, the number of individuals in the age total matches the number of individuals in the race section. Detailed instructions for completing the form can be accessed by clicking the 'View Instructions for this Form' link.

Logged in as: **agency** LOG OUT

Uniform Crime Reporting

[Main Menu](#) [Add New Report](#) [View Reports](#) [Switch Agency](#)

Enter Data

Submit to LCLE
Save
Print
Notes
View instructions for this form.

Age, Sex, and Race of Persons Arrested, 18 years of age and over
(include those released without having been formally charged)

Classification of Offenses	Sex	AGE																Total	RACE			
		18	19	20	21	22	23	24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65 and over		White	Black	American Indian or Alaskan Native	Asian or Pacific Islander
Murder and Nonnegligent Manslaughter 01a	M																					
	F																					
Manslaughter by Negligence 01b	M																					
	F																					
Forcible Rape 02	M																					
	F																					
Robbery 03	M																					
	F																					
Aggravated Assault (Return A-4a-d) 04	M																					
	F																					
Burglary-Breaking or Entering 05	M																					
	F																					
Larceny-Theft (Except Motor Vehicle Theft) 06	M																					
	F																					
Motor Vehicle Theft 07	M																					
	F																					
Other Assaults (Return A-4c) 08	M																					
	F																					
Arson 09	M																					
	F																					

Agency Identifier: LA359294

Agency Name: Motorola

City: Baton Rouge

State: Louisiana

Month and Year of Report: November 2009

Prepared By: Kate Tomeny

Title: UCR Assistant

Telephone Number: (225) 242-5493

Date Prepared: 10/08/2008

Chief, Sheriff, Commissioner or Superintendent:

Age, Sex, and Race of Persons Arrested, Under 18 Years of Age

The ASRJ is a report that collects information on arrested individuals under 18 years of age. The report calculates all sub-total and totals automatically. The report also automatically checks that for each offense, the number of individuals in the age total matches the number of individuals in the race section. Detailed instructions for completing the form can be accessed by clicking the 'View Instructions for this Form' link.

Age, Sex, and Race of Persons Arrested, under 18 years of age (include those released without having been formally charged)														
Classification of Offenses		Sex	AGE							Total Under 18	RACE			
			Under 10	10-12	13-14	15	16	17	White		Black	American Indian or Alaskan Native	Asian or Pacific Islander	
Murder and Nonnegligent Manslaughter	01a	M												
		F												
Manslaughter by Negligence	01b	M												
		F												
Forcible Rape	02	M												
		F												
Robbery	03	M												
		F												
Aggravated Assault (Return A-4a-d)	04	M												
		F												
Burglary-Breaking or Entering	05	M												
		F												
Larceny-Theft (Except Motor Vehicle Theft)	06	M												
		F												
Motor Vehicle Theft	07	M												
		F												
Other Assaults (Return A-4c)	08	M												
		F												
Arson	09	M												

POLICE DISPOSITION OF JUVENILES-NOT TO INCLUDE NEGLECT OR TRAFFIC CASES
(Follow your State age definition for juveniles)

Total

1. Handled within Department and released. (Warning, released to parents, etc.)	<input type="text"/>
2. Referred to juveniles court or probation department.	<input type="text"/>
3. Referred to welfare agency.	<input type="text"/>
4. Referred to other police agency.	<input type="text"/>
5. Referred to criminal or adult court.	<input type="text"/>

Agency Identifier	LA359294	Prepared By	
Agency Name	Motorola	Title	
City	Baton Rouge	Telephone Number	
State	Louisiana	Date Prepared	
Month and Year of Report	April 2009	Chief, Sheriff, Commissioner or Superintendent	<input type="text"/>

Return A and Supplement to the Return A

The Return A is a report that deals with offenses known to the police. This report calculates all totals automatically. Detailed instructions for completing the form can be accessed by clicking the 'View Instructions for this Form' link.

Return A-Monthly Return of Offenses Known to the Police						
Classification of Offenses	Data Entry	2 Offenses Reported or Known to Police (Include "Unfounded" and Attempts)	3 Unfounded, I.E. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 minus Column 3) (Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Includes Col. 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT HOMICIDE (Score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report)	11			0		
b. MANSLAUGHTER BY NEGLIGENCE	12			0		
2. FORCIBLE RAPE TOTAL	20	0	0	0	0	0
a. Rape by force	21			0		
b. Attempts to commit Forcible Rape	22			0		
3. ROBBERY TOTAL	30	0	0	0	0	0
a. Firearm	31			0		
b. Knife or Cutting Instrument	32			0		
c. Other Dangerous Weapon	33			0		
d. Strong-Arm (Hands, Fists, Feet, Etc.)	34			0		
4. ASSAULT TOTAL	40	0	0	0	0	0
a. Firearm	41			0		
b. Knife or Cutting Instrument	42			0		
c. Other Dangerous Weapon	43			0		
d. Hands, Fists, Feet, Etc.-Aggravated injury	44			0		
e. Other Assaults-Simple, Not Aggravated	45			0		
5. BURGLARY TOTAL	50	0	0	0	0	0
a. Forcible Entry	51			0		
b. Unlawful Entry-No Force	52			0		
c. Attempted Forcible Entry	53			0		
6. LARCENY-THEFT TOTAL (except Motor Vehicle Theft)	60			0		
7. MOTOR VEHICLE THEFT TOTAL	70	0	0	0	0	0
a. Autos	71			0		
b. Trucks and Buses	72			0		
c. Other Vehicles	73			0		
GRAND TOTAL	77	0	0	0	0	0

Once the above portion is filled out, the user has the option to check off boxes to state that they will not be filling out certain reports if the values are zero.

CHECKING ANY OF THE APPROPRIATE BLOCKS BELOW WILL ELIMINATE YOUR NEED TO SUBMIT REPORTS WHEN THE VALUES ARE ZERO. THIS WILL ALSO AID THE NATIONAL PROGRAM IN ITS QUALITY CONTROL EFFORTS.	
<input type="checkbox"/> NO SUPPLEMENTARY HOMICIDE REPORT SUBMITTED SINCE NO MURDERS, JUSTIFIABLE HOMICIDES, OR MANSLAUGHTERS BY NEGLIGENCE OCCURRED IN THIS JURISDICTION DURING THE MONTH.	<input type="checkbox"/> NO AGE, SEX, AND RACE OF PERSONS ARRESTED UNDER 18 YEARS OF AGE REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.
<input type="checkbox"/> NO SUPPLEMENT TO RETURN A REPORT SINCE NO CRIME OFFENSES OR RECOVERY OF PROPERTY REPORTED DURING THE MONTH.	<input type="checkbox"/> NO AGE, SEX, AND RACE OF PERSONS ARRESTED 18 YEARS OF AGE AND OVER REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.
<input type="checkbox"/> NO LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT SINCE NONE OF THE OFFICERS WERE ASSAULTED OR KILLED DURING THE MONTH.	<input type="checkbox"/> NO MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT REPORT SINCE NO ARSONS OCCURED.

If the user does not check the box stating that no Supplement to the Return A will be filed, a button will appear at the top of the page after the initial information has been saved.

Enter Data

Submit to LCLE


Save

Print

Supplement

Notes

Click the 'Supplement' button and the Supplement to the Return A will open. The report checks to make sure the totals for each offense on the Return A match the offense totals on the Supplement to the Return A. The monetary value of property stolen much match the monetary value grand total on line 77 (shown by the yellow boxes).



Supplement to Return A Monthly Return of Offenses Known to the Police			
This report is authorized by the law Title 28, Section 534, U.S. Code. While you are not required to respond, your cooperation in submitting this report with the Return A will assist the FBI in compiling comprehensive, accurate figures on a timely basis.			
This form deals with the nature of crime and the monetary value of property stolen and recovered. The total offenses recorded on the form should be the same as the number of actual offenses listed in Column 4 of the Return A for each crime class. Include attempted crimes on this form, but do not include unfounded offenses. If you cannot complete the report in all areas, please record as much information as is available. Tally sheets will be sent upon request.			
PROPERTY BY TYPE AND VALUE			
Type of Property	Data Entry	Monetary Value of Property Stolen in Your Jurisdiction	
(1)		Stolen (2)	Recovered (3)
(A) Currency, Notes, Etc.	01		
(B) Jewelry and Precious Metals	02		
(C) Clothing and Furs	03		
(D) Locally Stolen Motor Vehicles	04		
(E) Office Equipment	06		
(F) Televisions, Radios, Stereos, Etc.	05		
(G) Firearms	07		
(H) Household Goods	08		
(I) Consumable Goods	09		
(J) Livestock	10		
(K) Miscellaneous	11		
TOTAL	00	\$ 0	\$ 0
		 Include in the column above all property recovered even though stolen in prior months. The above is an accounting for only that property stolen in your jurisdiction. This will include property recovered for you by other jurisdictions, but not property you recover for them.	

PROPERTY STOLEN BY CLASSIFICATION			
Classification	Data Entry	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
3. UNKNOWN	88		
TOTAL BURGLARY	80	0	\$ 0
6. LARCENY-THEFT (Except Motor Vehicle Theft)			
a. \$200 AND OVER	01		
b. \$50 TO \$200	02		
c. UNDER \$50	03		
TOTAL LARCENY (Same as item 6x)	30	0	\$ 0
7. MOTOR VEHICLE THEFT (Include Alleged Joy Ride)	70		
GRAND TOTAL-ALL ITEMS	77		\$ 0
ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT			
6X. NATURE OF LARCENIES UNDER ITEM 6			
a. POCKET-PICKING	01		
b. PURSE-SNATCHING	02		
c. SHOPLIFTING	03		
d. FROM MOTOR VEHICLES (except e)	04		
e. MOTOR VEHICLE PARTS AND ACCESSORIES	05		
f. BICYCLES	06		
g. FROM BUILDING (except c and h)	07		
h. FROM ANY COIN-OPERATED MACHINES (parking meters, etc.)	08		
i. ALL OTHER	09		
TOTAL LARCENIES (Same as item 6)	00	0	\$ 0

Monthly Return of Arson Offenses

The Monthly Return of Arson Offenses is a report that counts arson offense known to law enforcement. This report calculates all totals automatically. Detailed instructions for completing the form can be accessed by clicking the 'View Instructions for this Form' link.

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Monthly Return of Arson Offenses Known to Law Enforcement							
1	2	3	4	5	6	7	8
Property Classification	Offenses Reported or Known to Police (Include Unfounded and Attempts)	Unfounded, i.e., False or Baseless Complaints	Number of Actual Offenses (Column 2 Minus Column 3)(Include Attempts)	Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	Number of Clearances Involving Only Persons Under 18 years of Age	Offenses Where Structures Uninhabited, Abandoned, or not Normally in Use	Estimated Value of Property Damage
STRUCTURAL	A. Single Occupancy Residential: Houses, Townhouses, Duplexes, etc.		0				\$
	B. Other Residential: Apartments, Tenements, Flats, Hotels, Motels, Inns, Dormitories, Boarding Houses, etc.		0				\$
	C. Storage: Barns, Garages, Warehouses, etc.		0				\$
	D. Industrial/Manufacturing		0				\$
	E. Other Commercial Stores, Restaurants Offices, etc.		0				\$
	F. Community/Public: Churches, Jails, Schools, Colleges, Hospitals, etc.		0				\$
	G. All Other Structure: Out Buildings, Monuments, Buildings Under Construction, etc.		0				\$
TOTAL STRUCTURE	0	0	0	0	0	0	\$0
MOBILE	H. Motor Vehicles: Automobiles, Trucks, Buses, Motorcycles, etc.: UCR Definition		0				\$
	I. Other Mobile Property: Trailers, Recreational Vehicles, Airplanes, Boats, etc.		0				\$
	TOTAL MOBILE	0	0	0	0	0	0
J. Total Other: Crops, Timber, Fences, Signs, etc.			0				\$
GRAND TOTAL	0	0	0	0	0	0	\$0

Agency Identifier LA359294
 Month April 2009
 Agency Motorola
 State Louisiana

Prepared by
 Chief, Commissioner, Sheriff, or Superintendent

Quarterly Hate Crime Report

The Quarterly Hate Crime Report incorporates the traditional Hate Crime Incident Report and Quarterly Hate Crime Report into one screen. The user will fill in the incident information and click 'Add.' This will add a row to the top of the page. To enter more details for the first incident, click the select link on the created row. The user can now enter offense codes for this incident. To add another incident, click the 'Add New' button. Any incidents that need to be deleted should be added under the 'Incidents To Be Deleted' function.

Quarterly Hate Crime Report

Submit to LCLE

Save

Print

Notes

[View instructions for this form](#)

INCIDENT

Select	Filing Type	Incident #	Offenders	Offender Race	Date
Select	Initial	23456	2	Unknown	1/01/2008

Filing Type

☒ Initial ☐ Adjustment

Date Of Incident

01/01/2008

Incident No.

23456

Number of Offenders
(Use "00" for "Unknown")

2

Suspected Offenders' Race
as a Group (Choose one)

6 Unknown

Update

Cancel

Delete

Add New

Offense Code

There is no offense for the selected incident.

UCR Code

of victims

Location
(Choose one)

Bias Motivation
(Choose one)

Victim Type

☐ Individual

☐ Religious Organization

☐ Business

☐ Society / Public

☐ Financial Institution

☐ Other

☐ Government

☐ Unknown

Add

INCIDENTS TO BE DELETED

Incident No.

Incident Date

Add

Once all the incidents for the quarter have been entered, the output generated by the system will be in the form of a Quarterly Hate Crime Report. The system will count the number of incidents and attach each one in the print out. Detailed instructions for completing the form can be accessed by clicking the 'View Instructions for this Form' link.

Law Enforcement Officers Killed or Assaulted

The LEOKA is a count of officers killed or assaulted. The report calculates all totals automatically. Detailed instructions for completing the form can be accessed by clicking the 'View Instructions for this Form' link.

Law Enforcement Officers Killed or Assaulted														
OFFICERS KILLED		By felonious act												
Number of your law enforcement officers killed in the line of duty this month.		By accident or negligence												
OFFICERS ASSAULTED (Do not include officers killed)														
Type of Activity	Total assaults by weapon	Type of Weapon				Type of Assignment						Officer assaults cleared		
		Firearm	Knife or other cutting instrument	Other dangerous weapon	Hands, fists, feet, etc.	Two-officer vehicle	One-officer vehicle		Detective or special assign		Other			
							Alone	Assisted	Alone	Assisted	Alone		Assisted	
A	B	C	D	E	F	G	H	I	J	K	L	M		
1. Responding to disturbance calls (family quarrels, person with firearm, etc.)	0													
2. Burglaries in progress or pursuing burglary suspects	0													
3. Robberies in progress or pursuing robbery suspects	0													
4. Attempting other arrest	0													
5. Civil disorder (riot, mass disobedience, etc.)	0													
6. Handling, transporting, custody of prisoners	0													
7. Investigating suspicious persons or circumstances	0													
8. Ambush-no warning	0													
9. Handling persons with mental illness	0													
10. Traffic pursuits and stops	0													
11. All other	0													
12. TOTAL (1-11)	0	0	0	0	0	0	0	0	0	0	0	0	0	
13. Number with personal injury*														
14. Number without personal injury														
		12:01	2:00	4:00	6:00	8:00	10:00	12:00						
15. Time of assaults	AM													
	PM													
<p>*If the officer with a firearm (13B) or a knife or other cutting instrument (13C), please complete the section below and include your agency's incident or case number(s). This information is only for your agency's use to assist in referencing the incident once the above-mentioned questionnaire is forwarded to you for completion.</p> <p>YOUR AGENCY'S INCIDENT OR CASE NUMBER(S) <i>(complete this section only if the assaulted officer was injured with a firearm or a knife or other cutting instrument.)</i></p> <div style="border: 1px solid black; height: 20px; width: 150px;"></div>														

Supplementary Homicide Report

The Supplementary Homicide Report is a report that collects data on victims and offenders in homicide cases. Enter all the information for the incident and click 'Add.' Once incidents are added, they will be placed under their respective category; Murder and Nonnegligent Manslaughter or Manslaughter by Negligence.

Supplementary Homicide Report

Submit to LCLE

Save

Print

Notes

1a. Murder and Nonnegligent Manslaughter
List below specific information for all offenses shown in item 1a of the monthly Return A. In addition, list all justifiable killings of felons by a citizen or by a peace officer in the line of duty. A brief explanation in the circumstances column regarding unfounded homicide offenses will aid the national Uniform Crime Reporting Program in editing the reports.

1b. Manslaughter by Negligence
Do not list traffic fatalities, accidental deaths, or death due to the negligence of the victim. List below all other negligent manslaughters, regardless of prosecutive action taken.

Incident Type

Situation

Victim

Age

Sex

Race

Ethnicity

Offender

Age

Sex

Race

Ethnicity

Weapon Used

(Handgun, Rifle, Shotgun, Club, Poison, etc.)

Relationship of Victim to Offender

(Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)

Circumstances

(Victim shot in hunting accident, gun-cleaning, children playing with gun, etc.)

Add

LEGEND

Situations:

A - Single Victim/Single Offender

B - Single Victim/Unknown Offender or Offenders

C - Single Victim/Multiple Offenders

D - Multiple Victims/Single Offender

E - Multiple Victims/Multiple Offenders

F - Multiple Victims/Unknown Offender or Offenders

Use only one victim/offender situation code per set of information. The utilization of a new code will signify the beginning of a new murder situation.

Age

01 to 99. If 100 or older use 99. New born up to one week old use NB. If over one week, but less than one year old use BB.

Sex

M for Male and F for Female

Race

White - W, Black - B, American Indian or Alaskan Native - I, Asian or Pacific Islander - A, Unknown - U.

Ethnicity

Hispanic Origin - H, Not of Hispanic Origin - N, Unknown - U

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Monthly Gaming Arrest Report

The Monthly Gaming Arrest report collects gaming related crime information. Input the necessary information and click 'Add.' The number of arrests reported will automatically be calculated.

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MONTHLY GAMING ARREST REPORT
Arrests made by Law Enforcement

This report is mandated by Louisiana Law for gaming related crimes. Your cooperation in using this form to report gaming related crimes known to your department will assist the state in compiling comprehensive and accurate data regarding incidence of gaming related crimes throughout the state. Please submit this report on a monthly basis by the 15th day after the close of the month to the Louisiana Uniform Crime Reporting Program.

Incident No.

Date of Incident

Date of Arrest

LRS(s) Violated

[Add](#)

NUMBER OF ARREST REPORTED THIS MONTH
MONTH/DATE/YEAR OF SUBMISSION

Name of Agency

My Agency2

Agency Identifier

58397

Name of Preparer

Title

Monthly Gaming Offense Report

The Monthly Gaming Arrest report collects gaming related crime information. Input the necessary information and click 'Add.' The number of arrests reported will automatically be calculated.

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MONTHLY GAMING OFFENSE REPORT
Offenses Known to Law Enforcement

This report is mandated by Louisiana Law for gaming related crimes. Your cooperation in using this form to report gaming related crimes known to your department will assist the state in compiling comprehensive and accurate data regarding incidence of gaming related crimes throughout the state. Please submit this report on a monthly basis by the 15th day after the close of the month to the Louisiana Uniform Crime Reporting Program.

Incident No.

Date of Offense

LRS(s) Violated

[Add](#)

NUMBER OF OFFENSE REPORTED THIS MONTH
MONTH/DATE/YEAR OF SUBMISSION

Name of Agency

My Agency2

Agency Identifier

58397

Name of Preparer

Title